 Independent Verification & Validation Facility	Work Instruction for Project Baseline Revision Form Procedure	IVV 07-1 Revision: Basic Effective Date: April 1, 2004
--	--	---


DOWNLOADED AND/OR HARD COPY UNCONTROLLED

Verify that this is the correct version before use.

APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	Management System Representative	03/31/2004

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Mike Powers	04/01/2004

REFERENCE DOCUMENTS	
Document Number	Document Title
SLP IVV 07	Financial Data Control

 Independent Verification & Validation Facility	Work Instruction for Project Baseline Revision Form Procedure	IVV 07-1 Revision: Basic Effective Date: April 1, 2004
--	--	---

1.0 Purpose

The purpose of this procedure is to establish a consistent and documented method for establishing, updating and modifying project baselines at the NASA IV&V Facility.

2.0 Scope

This WI applies to establishing, updating and modifying all project financial baselines and associated financial data at the NASA IV&V Facility.

3.0 Definitions and Acronyms

3.1 Resource Manager (RM)


The RM is a government employee responsible for managing the IV&V Facility's Resource Management Office. The RM is responsible for ensuring the overall integrity of the financial dollars for the IV&V Facility. The RM will implement financial controls through various systems.

3.2 Project Manager (PM)

An IV&V Facility government employee appointed by Facility management who performs a project management function. PMs are responsible for the project's financial plan: contract dollars, Operation and Maintenance (O&M) funds, and Director's Discretionary Funds (DDF). PMs must verify monthly 533 data from the contractor. PMs are responsible for out year project financial projections (see SLP 9-4). For the context of this SLP, a project is any IV&V, IA, System/Software-Engineering or other task being performed by the IV&V Facility for a customer.

3.3 Program Analyst (PA)

An IV&V Facility government employee who performs Program, Project, and Facility financial analysis. The PAs are responsible for entering monthly 533M cost data into the IFM system and into the IV&V Facility Financial System. PAs are responsible for recording funding received and generating Procurement Requests via the Integrated Financial Management Program (IFMP). PAs validate, analyze, and/or review

 Independent Verification & Validation Facility	Work Instruction for Project Baseline Revision Form Procedure	IVV 07-1 Revision: Basic Effective Date: April 1, 2004
--	--	---

financial reports. PAs support the RM on everyday Resource Management Office activities.

3.4 Director's Discretionary Fund (DDF)

DDF funding is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for but not limited to augmenting research, forward funding projects, and to enhance the IV&V Facility's infrastructure.

3.5 Acronyms

DDF	Director's Discretionary Fund
IV&V	Independent Verification and Validation
PA	Program Analyst
PM	Project Manager
RM	Resource Manager
RMO	Resource Management Office

4.0 Flow Chart

N/A.

5.0 Responsibilities


Responsibilities for this WI are defined in Section 3.0 Definitions and Section 6.0 Procedures of this WI.

6.0 Procedure

6.1 Project Baseline Establishment

The Project Manager (PM) will determine the Corporate G&A, Contract and Reserve funding allocations. The PM shall enter their project financial plan data into the Project Baseline Form. This data includes:

- Above mentioned Allocations
- Name of PM
- Contract and Associated Contract Number
- Task Order Number
- Task Order Value

 Independent Verification & Validation Facility	Work Instruction for Project Baseline Revision Form Procedure	IVV 07-1 Revision: Basic Effective Date: April 1, 2004
--	--	---

- Task Order End Date
- Fiscal Year Monthly Cost Plan
- Planned Out Year Funding
- Comments (if necessary)

The PM shall forward the completed form (hardcopy) to the appropriate Contracting Officer's Technical Representative (COTR), then to the Resource Manager, then to the Associate of Operations for required approvals.

6.2 Revised Project Baseline Process


The PM shall submit a Revised Project Baseline form when a modification or update occurs to the baseline or associated financial data. The revised baseline requires the same approval process as the original project baseline. Any changes in project funding such as receiving DDF or O&M will require a Revised Project Baseline Form. When a modification or revision occurs to a project, the project baseline must be updated no more than two weeks after the revision. A Project Baseline Form must be submitted after any DDF and/or O&M request has been approved or any updated/revised contract documentation requiring Facility management approval.

6.3 Project Baseline Data Recorded

The Resource Manager shall submit the approved project baseline to the RMO's Program Analyst to be entered into the IV&V financial spreadsheet. The PM will receive notification from the Program Analyst after the baseline data has been entered into the IV&V financial spreadsheet. The approved Baseline Revision Form will be filed by RMO in accordance with NPR 1441.1.

6.4 Transfer of Funding from Projects/Task Orders

Funds can only be transferred between projects / task orders on the same contract. To transfer funds, a baseline revision must be provided for both projects/tasks affected. Any transfer of funding from one project or task order to another shall require Facility Director or Deputy Director approval. The Resource Manager will be required to obtain the Facility Director's or

 Independent Verification & Validation Facility	Work Instruction for Project Baseline Revision Form Procedure	IVV 07-1 Revision: Basic Effective Date: April 1, 2004
--	--	---

Deputy Director's initials prior to submitting the revision form to the Program Analyst. In the event that a project closes and remaining funding is left on the project, an approval to transfer the funding is required from the Director or Deputy Director.

6.5 Cutoff Dates for Revisions

The baseline revision form must be initiated by the close of the last day of the current month in order for the revision to be updated.

Example 1: A PM initiated a baseline revision form on 31 July to change July's plan. The form would be accepted since it meets the criteria by the close of the end of the current month.


Example 2: A PM initiated a baseline revision form on 1 August to change July plan. The baseline revision form would be rejected since it did not meet the end of the month criteria. The PM should then re-submit a revision form for August.

6.6 Project Baseline Revision Form Completion Process

The revised project baseline data shall only be entered in the highlighted areas of the Project Baseline Form.

The Project Financial Plan Revision process:

1. Obtain the blank Project Baseline Form from [N:\Signature Forms\Forms\BLANK-FY04 PROJECT BASELINE FORM-Direct & Project Funding.xls](#). Copy the project baseline form to your hard drive. Use this copy to make revisions or modifications.
2. Submit the Project Baseline Form along with any updated/revised contract documentation to the COTR then Resource Manager or Associate of Operations for required approvals.
3. The approved revised Project Baseline shall be submitted to the Program Analyst to be entered into the Facility financial spreadsheets.
4. The revised Project Baseline will be archived when the revision process is complete.

 Independent Verification & Validation Facility	Work Instruction for Project Baseline Revision Form Procedure	IVV 07-1 Revision: Basic Effective Date: April 1, 2004
--	--	---

Note: For detailed instructions on the completion of specific fields in the form, please refer to: [N:\Signature Forms\Forms\EXAMPLE - FY04 PROJECT BASELINE FORM-Direct & Project Funding.xls](#).

7.0 Metrics

There are no metrics for the IVV 07-1 work instruction.

8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Project Baseline Revision Form	Program Analyst	NPR 1441.1	Folder in ROM Office